PERSONNEL INDUCTION PROCESS

Newcomers to TTCP should complete the following actions on joining the organisation:

1. Register for the TTCP secure **Webmail** (using the registration form at https://ttcp.dstl.gov.uk/horde/).

2. Register for the TTCP secure **Portal** (using the registration form at https://www.ttcp.drdc-rddc.gc.ca/).

3. If access to classified (up to Secret-level) email communications with TTCP colleagues is required, apply for a **Griffin** account via national channels (TTCP Secretariat members can provide further details on how to do this).

4. Read the **TTCP 101 – Beginner's Guide** (available in the Reference sections of the TTCP Public Website (http://www.dtic.mil/ttcp/) and the TTCP Portal).

5. Provide contact details for the TTCP **Roster** (via the form available in the Reference sections of the TTCP Website and the TTCP Portal).

6. Obtain a copy of the latest TTCP **Organisational Poster** (available in the Reference section of the TTCP Portal).

7. Obtain a copy of the appropriate Group and Technical Panel / Action Group **Terms of Reference** (available from the appropriate Group / TP / AG management and / or the Group area of the TTCP Portal).

If in any doubt, panic, confusion, etc, please don't hesitate to contact your national Secretariat member, at the email address below. We are here to help!

Australia:	ttcp_as_secretariat@dtic.mil
Canada:	ttcp_ca_secretariat@dtic.mil
New Zealand:	ttcp_nz_secretariat@dtic.mil
United Kingdom:	ttcpuk@moduk.org
United States:	ttcp_us_secretariat@dtic.mil